

Language of Confidence: Head to Toe

S

- Slow down. Breathe in between thoughts.
- Speak in Sound bites: short memorable phrases or concepts.
- Smile appropriately.
- Summarize to make your points memorable.
- Stand tall and balance your weight in the Straight Skis position.

P

- Project your voice for more control.
- Pause for emphasis, dramatic effect, and to buy “thinking time.”
- Pace yourself. Develop a rhythm.
- Practice Baerobics™ techniques e.g., diaphragmatic breathing & range work.
- Paint Pictures by stories, analogies, and metaphors.

E

- Emphasize key words.
- Enthusiasm – Let your enthusiasm and energy shine through. It’s contagious.
- Enunciate clearly – Open your mouth wider.

A

- Animate with vocal variety.
 - Vary your tone and pitch.
 - Gesture to enliven your voice, even if they cannot see you.
- Ask questions to engage your listeners, even if they are rhetorical questions.

K

- KISS: Keep It Short and Simple.
- Keep it conversational to better connect with your audience.
- Know your vocal range to avoid cracking or straining your voice.

Project. Vary Your Voice. Sound Alive. Finish the Thought.

Communication Checklist

Your Name: _____

Date: _____

Presentation: _____

Area	Effective	Ineffective	Observations
Eye Communication:			
Voice:			
<i>Volume</i>			
<i>Animation</i>			
<i>Speed</i>			
<i>Emphasize Key Words</i>			
<i>Silence</i>			
<i>Um & Ums™</i>			
<i>Tone</i>			
Hand Gestures:			
Posture/Stance:			
Content:			
<i>Opening</i>			
<i>Middle</i>			
<i>Close</i>			
<i>Organized, Clear Points</i>			
Dress & Image:			
Overall Impression:			